

City of St. Charles

Basement Finish or Remodel



Building Zoning Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
630.443.4638 (Fax)
<http://www.stcharlesil.gov>

*Please direct any and all questions to the City of St. Charles Building Zoning Division:
Monday (8 AM to 7 PM) Tuesday through Friday (8 AM to 4:30 PM) at 630.377.4406*

A building permit is required prior to any construction or alteration in your basement. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- ▶ An application is to be filled out and submitted to the Building Department. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- ▶ Two (2) sets of drawings showing the construction of details for the finish, remodel, or alteration in your basement are to be submitted with the application.
- ▶ Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees:

- ⇒ A filing fee is to be paid at time of submission of application and plans.
 - A submittal fee of **\$110.00 (to be paid at time of submittal)**
 - Additional fees for your permit to be paid at the time the permit is approved and ready to be obtained.
 - Alteration is based upon estimated cost:
 - \$4,001 to \$24,000 at \$5.85 each/1,000
 - \$24,001 on at \$2.65 each 1,000
- ⇒ **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
 - \$60.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
 - \$80.00 per re-inspection for all residential final inspections.
- ⇒ **Temporary certificate of occupancies.** \$80.00 is due prior to issuance of a temporary certificate of occupancy for residential.

General Comments:

- * The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
- * A minimum of 24-hour notice is required when scheduling any inspection.
- * Caulk slab to wall - per radon requirements in finished areas.
- * Smoke detectors per code, 110V with battery back up interconnected. One required in furnace, finished area, and bedrooms.
- * Door into the furnace room with light switch on wall.
- * Electric outlet receptacles shall be installed a minimum 6-feet from every break (i.e. stairway, fireplace, door, etc...) then every 12-feet on center.
- * Fire-stop the top wall plate between wall and foundation and all chases with approved material.
- * HVAC to be installed per the 2003 International Mechanical Code, with local revisions.
- * Secure all HVAC duct dampers in the open position above all drywall ceilings.
- * Provide access for all electric boxes, plumbing cleanouts, and shut offs above ceiling.
- * Provide a lighting fixture within 4-feet of electrical panel and mechanical equipment.
- * GFI receptacles required within 3-feet from edge of bathroom sink.
- * Provide a minimum of R-5 insulation in all walls along foundation.
- * All basement bedrooms and/or finished rooms with a closet are to have a window or door to exterior that meets the egress requirements.
- * The bottom wall plate shall be all weather treated lumber.
- * The mechanical room shall have the required make up air for all fuel burning equipment.

Inspections:

The following is a list of inspections, which might be required for your project.

- o Framing
- o Electric
- o Underground Plumbing
- o Rough Plumbing
- o HVAC
- o Insulation
- o Final

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- o St. Charles Municipal Code
- o 2003 Int'l Building Code w/revisions
- o 2003 Int'l Mechanical Code w/revisions
- o 2002 Nat'l Electrical Code w/revisions
- o 1998 IL State Plbg Code w/revisions
- o 2000 Int'l Residential Code/revisions
- o Fire Prevention Codes
- o 2003 Int'l Fuel Gas Code w/revisions

Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.



**CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984**

DEPARTMENT: BUILDING & ZONING

PHONE: (630) 377-4406

FAX (630) 443-4638

APPLICATION FOR CONSTRUCTION FOR BUILDING PERMITS

APPLICATION DATE: _____ PERMIT ISSUED _____ NO.: _____

PLEASE PRINT ALL INFORMATION

**I, _____, do hereby apply for a permit for the following described
work located at _____ Lot _____ Unit _____**

NOTE: Is property located in the Historic Preservation District? Yes No
Please circle either yes or no

Subdivision _____, Type of construction _____

Description of proposed work: _____

Square feet in building _____ Estimated cost of construction _____

Use of building _____ No. & Size of electric meter _____ No. & Size of water meters _____

Remarks _____

Plans _____ Specifications _____ Plat of Survey _____

Owner of Property

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

General Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Electric Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Concrete Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Continued on reverse side

PLEASE PRINT ALL INFORMATION

Plumbing Contractors

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____
IL & Registration No.: _____

Roofing Contractors

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____
Illinois License No: _____
License Expiration Date: _____

Sewer & Water Contractor

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____

HVAC Contractor

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ SIGNATURE: _____

Name of actual business(s) that will occupy this space _____

REPORT OF THE BUILDING OFFICIAL

Remarks: _____

Accepted: _____ Rejected: _____ Date: _____
Signed: _____

For Office Use

Received _____
Fee Paid \$ _____
Receipt # _____

Copies of application distributed to:

Electric: _____ Engineering: _____ Fire: _____
Meter: _____ PW: _____ Historic Preservation: _____